

7.0 EMPLOYMENT

DPR is one of eighteen departments under the City and County of Honolulu. City employment policies and administrative rules are the responsibility of the Department of Human Resources (DHR). DPR's Personnel Services Office is responsible for developing internal personnel policies and procedures; reviewing and providing advice on personnel actions; advising divisions on labor relations and collective bargaining matters; administering employee training and safety programs; and performing payroll reporting functions. The DPR's policy manual includes sections on General Personnel Administration policies (252 to 290), Recruitment, Placement, Transfer (303 to 332), Conditions of Employment (340 to 360) and Employee Relations (380 to 416).

7.1 Non-Discrimination in the Hiring Process

7.1.1 Job Advertisement

Section 3-5 of the Rules of the Civil Service Commission requires that open-competitive job announcements must be advertised in a publication of statewide circulation. The department's job advertisements appear in the Star-Bulletin/Advertiser Sunday edition newspaper. Each separate recruitment includes an Employment Announcement designed to inform the applicants about specific job information such as salary, qualification requirements, testing requirements, conditions of employment, administrative review and appeal rights. The job announcement also informs the applicant how to request an accommodation. Application forms are distributed at the Department of Human Resources (DHR), nine satellite city halls, three mobile satellite city halls and DPR. Applicants may also request an application form over the phone utilizing DHR's City Job Information Hotline (24 Hour Recording).

7.1.2 Application Forms

DPR utilizes one standard application form from DHR for all competitive recruitment except for unskilled labor force recruitment. Unskilled labor applicants are required to complete an Unskilled Labor Registration card. The form/card requests information such as the applicants' qualification specific to the job for which they are applying. This is the document that is reviewed to determine whether applicants meet the minimum qualification requirements for the position as described in the minimum qualification requirements of the class specifications. Questions concerning the application form or competitive application process may be directed to DPR's Personnel Services Office or DHR Recruitment Branch.

7.1.3 Competitive Testing

All testing for civil service positions is done at DHR. They receive the requests for accommodations in testing and process requests accordingly. Accommodations such as the use of sign language interpreters, translation of material into large print, etc. have been provided by

DHR for competitive testing situations. Applicants are screened to determine whether they meet the minimum qualification requirements prior to admission to taking the appropriate examination. An applicant may request accommodation at any time during the examination process. Instructions to applicants on how to make known a need for accommodation is provided upon request on the City and County of Honolulu Department of Human Resources application form.

7.1.4 Interviews

Competitive applicant/eligible are referred to departments by DHR after being screened for minimum qualification requirements, tested, and placed on appropriate eligible lists. Internal applicants are regular employees of the department who apply for internal vacancies which are processed within the department. Interviews for selection are conducted by each division/district and monitored by the DPR personnel office. The DPR Personnel Services Office provides guidance, advice and evaluation support pertaining to the interviews. Questions pertaining to the referral of eligible from competitive recruitment lists can be referred to the DPR Personnel Services Office.

7.2 Post-Offer Employee Medical Examination and Inquiries

DPR requires pre-employment, post-offer, physical/medical examinations prior to approval for an initial probationary employment or a long term temporary appointment. The Department may elect to require pre-employment, post-offer medical examinations for other types of appointments as long as the requirements are consistently applied for all applicants in that job class. DHR has updated and issued policies and procedures governing the medical examination and evaluation process to be in compliance with Title V of the Rehabilitation Act of 1973 and ADA compliance in 1992. A list of the procedures and policy documents are listed below:

- * Uniform Guidelines on Employee Selection Procedures, Equal Employment Opportunity Commission, 1978.
- * Hawaii Revised Statutes, Section 76-18.
- * Administrative Rules, Title 14, Chapter 3 and 9.
- * Supplementary Procedures Regarding Potential Disqualification, Procedures for Pre-employment (Post-Offer) Medical Examinations 1984.
- * Examination Procedures for Placement of Disabled Employees, Memorandum dated August 21, 1991.
- * Medical Suitability Investigation and Documentation of Reasonable Accommodation Efforts, October 28, 1992.

- * Procedures for the Severely Handicapped, Memorandum dated June 12, 1986.
- * City's Affirmative Action Plan.
- * OUR System Program for Light Duty Assignment.
- * Placement of Disabled Employees, Memorandum dated April 11, 1996.
- * Procedures for Return to Work Program.
- * Manual for Placement of Medically Non-Qualified Employees.
- * EEOC Guidance Materials.
- * Physical Examinations, Policy #350, department manual.
- * Return to Duty from Long-Term Sick/Industrial Injury Leave, Policy #276, department manual.

Copies of these documents can be found at DHR and at the DPR Personnel Services Office.

7.3 Limiting, Segregating or Classifying Job Applicants or Employees

The classification system for the civil service is based on duties and responsibilities assigned to positions. The duties are assigned by the department head with the departmental personnel officer responsible for a program to maintain the currency and accuracy of the position descriptions which may affect the classification of the position.

7.4 Reasonable Accommodation

DPR is committed to providing equal opportunity and to facilitate the employment of qualified individuals with disabilities in City employment. In the recruitment process, the applicants are informed to request an accommodation should they need it. The request will be evaluated for reasonableness or whether it will pose an undue hardship on the department/program. It is the responsibility of the applicant to make known to DPR their need/request for an accommodation.

The recruitment, examination and training function accommodations include, but are not limited to, making facilities accessible, acquiring equipment to facilitate communication, modifications of test formats (i.e., large print or braille), accommodation of test administration, i.e., providing a sign language interpreter, reader, large chairs, more time to complete test, etc.

Depending on the reason for the request, i.e., large print text, DPR will analyze the request and take appropriate action. Requests for accommodation may be unreasonable if they impose an undue administrative or financial hardship on the program or when the disabled individual poses a direct threat to the health and safety of themselves or others.

In determining whether a request for accommodation poses an undue hardship, the following factors are considered:

- * Whether the individual is a qualified individual with a disability. For example, if a request for additional time is submitted by an illiterate person, DPR would deny the request as the person is not disabled under the definitions in ADA.
- * The nature of the request and cost.
- * Whether the request would create a safety hazard to the individual or others.

DPR will talk with the applicant and/or employee to select the most reasonable accommodations possible. If an applicant/employee disagrees with the accommodation or if the request is denied, the individual may file a grievance through the Department or City's ADA coordinator.